New Jersey Department of Health and Senior Services Office of Managed Care P.O. Box 360 Trenton, NJ 08625-0360

APPLICATION PACKAGE FOR LICENSURE AND CERTIFICATION AS AN ORGANIZED DELIVERY SYSTEM (ODS)

Application Checklist for ODS Certification or Recommendation for License

Please use this checklist to complete the application package. Refer to N.J.A.C. 8:38B-2.2, 2.3 and 2.4 for more detailed instructions. (Applicants for license should refer also to regulations under Title 11 of the New Jersey Administrative Code.) Applications should be mailed to: ODS Certification at the above address or delivered to: New Jersey Department of Health and Senior Services, Office of Managed Care, Health and Agriculture Building, 6th Floor, Market and Warren Streets, Trenton, NJ.

Part A (N.J.A.C. 8:38B-2.3)

	<u> </u>
1.	A completed Application Cover Sheet
2.	A completed Irrevocable Consent to Jurisdiction of the Commissioners and New Jersey Courts
3.	A completed Appointment of Attorney for the State of New Jersey (all applicants; for license, appoint the Commissioner of the Department of Banking and Insurance)
4.	A completed Financial Risk Affidavit (applicants for certification only)
5.	A copy of the ODS's basic organizational documents, as defined at $\underline{\text{N.J.A.C.}}$ 8:38B-1.2
6.	A copy of the ODS's executed by-laws, plan of operation, rules and regulations, or similar documents intended to regulate the conduct of the ODS's internal affairs
7.	A Biographical Affidavit completed for each of the individuals who are, or are intended to be, responsible for the conduct of the affairs of the ODS, including: i) members of the ODS's board of directors, executive committee or other governing board or committee; ii) the ODS's principal officers, and medical director, if applicable; iii) any person who owns or has the right to acquire 10 percent or more of the voting securities of the ODS; iv) each person that has loaned funds to the ODS for the operation of the ODS's business; and v) partners or members, in the case of a partnership or association
8.	 A business plan consisting of: i) an organizational chart of the ODS; ii) a narrative description of the ODS, its facilities, and personnel, and the health care services to be offered by the ODS to a carrier; iii) a list of the geographical areas in which the described health care services are to be performed and approximate number of each type of provider who will provide the health care services; iv) a description of any administrative services for which the ODS shall be responsible on behalf of the carrier; v) a list of any affiliate of the ODS that provides services to the ODS in New

Jersey and a description of any material transaction between the affiliate and the ODS;

- vi) a description of any arrangements between the ODS and any other ODS or subcontractor for services associated with the provisions of health care services:
- vii) a description of any reinsurance or stop loss arrangements;
- viii) a plan, in the event of insolvency of the ODS, for continuation of the health care services to be provided in accordance with existing contracts and laws;
- ix) a description of the means by which the ODS will be compensated under contracts with carriers;
- x) a description of the arrangement for the ODS reporting of data to the carriers and a description of the carrier's oversight responsibility.

	and a description of the carrier's oversight responsibility.
9.	A specimen copy of all provider agreements made or intended to be executed between the ODS and providers
10.	A specimen copy of all contracts made or intended to be executed between the ODS and any other ODS or subcontractor for services associated with the provision of health care services
11.	A specimen copy of all management agreements made or to be executed between the ODS and one or more carriers
12.	A list of all administrative, civil or criminal actions and proceedings to which the ODS, its affiliates, or persons who are responsible for the conduct of the affairs of the ODS or affiliate, have been subject, including a statement regarding the resolution of such actions and proceedings.
13.	A list of the carriers with which the ODS has contracted or intends to execute a contract pending the approval of the application
14.	A list of all states in which the ODS has been or currently is doing business as described in the application
15.	The appropriate fee set forth at N.J.A.C. 8:38B-2.9
	Part B (<u>N.J.A.C.</u> 8:38B-2.4)
1.	Services for which certification is being sought (please check all that apply): 1
2.	For performance of one or more types of health care services delivery: a) List of names of all providers by county, municipality, zip code, and services b) Map of the service area identifying the location of the participating

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	providers Criteria to assure the availability and accessibility of services to be performed
3.	For network management: a) Demonstration of adequacy of the network for services offered in relation to population to be served consistent with standards of N.J.A.C. 8:38B-3.5
	b) Demonstration of the CQI program c) Demonstration of the complaint and appeal system for providers d) Demonstration of the provider participation panel e) Demonstration of the hearing panel for provider terminations f) Demonstration of records maintenance procedures and standards g) Credentialing and recredentialing standards h) Statement of deficiencies and POCs with respect to licensed facilities
4.	For credentialing and recredentialing: a) Policies and procedures demonstrating compliance with N.J.A.C. 8:38B-3.6
	 b) Designated medical director and his/her functions c) Explanation of linkage and coordination with the CQI and complaint systems of the carrier(s) and/or their other contractor(s), including flow chart(s)
5.	For utilization management development: a) Policies and procedures for developing protocols and guidelines, demonstrating compliance with N.J.A.C. 8:38B-3.7 b) Designated medical director and his/her functions
	Copy of the protocols and guidelines developed, and instructions for use
6.	For performance of utilization management: a) Policies and procedures, demonstrating compliance with N.J.A.C. 8:38B-3.8
	 b) Designated medical director and his/her functions c) Explanation of medical director's oversight, if employed by the carrier d) Explanation of the UM criteria used
7.	For utilization management appeals: a) Policies and procedures, demonstrating compliance with N.J.A.C.
	8:38B-3.9 Designated medical director and his/her functions c) Flow chart demonstrating communication and decision-making, if the
	medical director is employed by the carrier Specimens of letters regarding appeal rights and decisions on appeals to be sent to both covered persons and providers.
8.	For member complaints:
	a) Policies and procedures, demonstrating compliance with N.J.A.C. 8:38B-3.12
	b) Explanation of linkage and coordination with the CQI and complaint system of the carrier(s) and/or their other contractor(s)
	c) Explanation of how complaints are segregated among carriers (and other clients)

		d)	Specimens of the letters regarding complaint and complaint resolution to be sent to covered persons and providers acting on behalf of covered persons
9. F		ovider a) b) c) d)	Policies and procedures, demonstrating compliance with N.J.A.C. 8:38B-3.11 Explanation of linkage and coordination with the CQI and complaint system of the carrier(s) and/or their other contractor(s) Explanation of how complaints are segregated among carriers (and other clients) Specimens of the letters regarding a complaint and complaint resolution
10.	For	contir a) b) c)	to be sent to providers. nuous quality improvement: Policies and procedures, demonstrating compliance with N.J.A.C. 8:38B-3.10 Explanation of linkage and coordination with the complaint systems and other continuous quality improvement components that the carrier(s) may have Designated medical director and his/her functions
			Part C (<u>N.J.A.C.</u> 8:38B-2.2)
1.		licatio essar	on in 3-ring binder(s), labeled with the ODS' name, and serially numbered, if
2.	App	licatio	n tabbed, exhibits segregated, and shown in order requested in regulations
3.	All p	ages	numbered
4.	All s	specim	nen contracts contain unique identifier in lower left corner of each page
5.	Pay Jers		by check or money order made payable to the "Treasurer, State of New
6.	No i	tems	left blank

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APPLICATION COVER SHEET

1.	Type of Application: Licensure Certification	2. Name of Applicant		
3.	Physical Address of Applicant:		4.	Mailing Address:
5.	Organizational Information Corporation Trust	☐ Professional Corporati	on	☐ Professional Association ☐ Other
6.	Provide a brief description of the	services that the applicant	WIII DE	providing:
7.	City and State of Incorporation (i			State:
8.	Federal Employer Identification I	Number or		Social Security Number
9.	Fax Number:			
10.	Resident Status - Resident of Ne	ew Jersey?	Cou	nty in which Home Office is located for NJ Residents
a li h a	application and herein is true to th nsurance and the Department of nerein in determining whether to g	e best of my information, kent Health and Senior Service rant a license or certificate poly with the requirements s	If of the nowledge of the second seco	ne applicant, the information set forth in the enclosed age and belief, and that the Department of Banking and rely on the information set forth in the application and ant to N.J.S.A. 17:48H-1 et seq. I further certify that the h in N.J.S.A. 17:48H-1 et seq. and rules promulgated
Full L	egai Name of Applicant (1996 of 1	- mik <i>)</i>	Title	
Signa	ature of Applicant		Date	

IRREVOCABLE CONSENT TO JURISDICTION OF THE COMMISSIONER AND NEW JERSEY COURTS

THE STATE OF	}
	} KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF	}
	<u> </u>
That	of
(Name of	Applicant)
	is filing herewith its application for
(Domiciliary City and State)	
certificate to operate as an organized delivery syste	m in the State of New Jersey;
That upon issuance of said certificate by the	e Commissioner of Health and Senior Services,
That, apon issuance of said continuate by the	shall consent to the jurisdiction of
(Name of Applicant)	Shall consent to the junisdiction of
the Commissioner of Health and Senior Service	es and all New Jersey courts in relation to any
transactions or other activity subject to regulation	•
applicable New Jersey statutes or rules; and	
- 1	
•	Commissioner of Health and Senior Services and
the New Jersey courts shall be and remain irrevoca	•
(Name of Applicant)	possesses a certification from the
Commissioner of Health and Senior Services or en	gages in husiness as an organized delivery system
in or from the State of New Jersey, and until all cor	
satisfied.	
Witness our hands and the impress of the se	eal of said applicant, this day of
, 20	
(Corporate Seal-if applicable)	
· ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	
	Signature of President
	(or authorized representative)
•	(Print or Type Name)
Attest:	
	Signature of Secretary
	(or authorized representative)
	(D: (T N)
	(Print or Type Name)

APPOINTMENT OF ATTORNEY FOR THE STATE OF NEW JERSEY (FOR CERTIFICATION ONLY)

KNOW ALL MEN BY THESE PRESE	NTS: That the
of the	
in the	
desiring to do business in the State of Ne constitutes and appoints the Commissioner	ew Jersey in conformity with the laws thereof, hereby, of Health and Senior Services of New Jersey, and his or ful Attorney, upon whom all original process in any action
or legal proceeding against said	
may be served. And the said	
hereby stipulates and agrees that any original	al process against it, which is served upon said Attorney,
shall be of the same legal force and validity a	as if served upon said,
and that the authority of said Attorney shall co	ontinue in force irrevocable so long as any liability of said remains outstanding in New Jersey.
IN WITNESS WHEREOF, the said _	
	by its President, and attested by its Secretary, and its
corporate seal to be hereunto affixed, this	day of ,
20	
(Corporate Seal-if applicable)	
	Signature of President (or authorized representative)
Attest:	(Print or Type Name)
	Signature of Secretary (or authorized representative)
	(Print or Type Name)

FINANCIAL RISK AFFIDAVIT (FOR CERTIFICATION ONLY)

(Print or Type)

I,	,
(Name of Officer)	(Title)
an officer of	being duly authorized
(Name o	of ODS)
provide this affidavit on behalf of	, d
	(Name of ODS)
hereby attest and affirm that	, does n
•	(Name of ODS)
17:48H-1 et. seg., and rules promulgated pursi	financial risk from any carrier as defined by N.J.S. uant thereto and shall not accept a transfer of financia
risk from any carrier until such time as	
	(Name of ODS)
becomes licensed by the New Jersey Depart	ment of Banking and Insurance. Further, I attest a set forth in this application do not constitute the transf
Dated and signed this day	of, 20 . I hereby certify under penalty of perjury that I a
knowledge and belief.	
	(Signature of Affiant)
State of	,
County of	
Personally appeared before me the above name	had
r croonally appeared before the the above hair	(Name of Officer of ODS)
	worn, deposes and says that he executed the abovers contained therein are true and correct to the best
Subscribed and sworn to before me this	day of , 20
	(Notary Public)
	(Notary Fublic)
	My Commission Expires

BIOGRAPHICAL AFFIDAVIT (TO BE COMPLETED BY ALL APPLICANTS)

(Print or Type)

Full Na	ame and	d Address of Applicant (Do not use Group Names):
about	myself	with the above-named applicant, I herewith make representations and supply information as hereinafter set forth. (Attach addendum or separate sheet if space hereon is answer any question fully.) IF ANSWER IS 'NO' OR 'NONE', SO STATE.
1.	Affiant	's Full Name* (Initials not acceptable)
2.	☐ Yes	vou ever had your name changed? S □ No give the reason for the change.
	a)	Other names used at any time.
3.	Date o	f Birth
	Place	of Birth
4.	Affiant	's Business Address
	Busine	ess Telephone

<u>.</u>	<u>Date</u>	Street Address, City and State
*Thes	se items may be submi	itted on a separate form to maintain confidentiality.
Educ a)	ation (Dates, Names, L College	Locations and Degrees).
b)	Graduate Studies	
c)	Others	
List o	f memberships in profe	essional societies and associations.

	<u>Date</u> <u>Employer Name a</u>	nd Address	<u>Title</u>
Prese	ent employer may be contacted:	☐ Yes	□ No
Form	er employers may be contacted.	☐ Yes	□ No
	claims were made on the bond, giv	e details:	
a)	Have you ever been denied an ir a bond canceled or revoked?		n schedule fidelity bond,
	Have you ever been denied an ir a bond canceled or revoked?		n schedule fidelity bond,
a)	Have you ever been denied an ir a bond canceled or revoked? Yes No If yes, give details: any professional, occupational an rnmental licensing agency or regular	dividual or positio	nses issued by any pulich you presently hold o
a) List a gover held	Have you ever been denied an ir a bond canceled or revoked? Yes No If yes, give details:	dividual or positio	nses issued by any publich you presently hold or
a) List a gover held	Have you ever been denied an ir a bond canceled or revoked? Yes No If yes, give details: any professional, occupational an rnmental licensing agency or regulation the past (provide date license is	dividual or positio	nses issued by any pulich you presently hold o

vocational license by any public or governmental licensing agency or regulatory authority or has any such license held by you ever been suspended or revoked? Yes No
If yes, give details:
List any insurers, prepaid dental plans, health service corporations or health maintenance organizations, in which you control directly or indirectly or own legally or beneficially 10% or more of the outstanding stock (in voting power).
If any of the stock is pledged or hypothecated in any way, give details:
Will you or members of your immediate family subscribe to or own, beneficially or o record, shares of stock of the applicant-organized delivery system or its affiliates? Yes No If any of the shares or stock are pledged or hypothecated in any way, give details:
record, shares of stock of the applicant-organized delivery system or its affiliates? Yes No

	a)	Has any on your p		charged	, allegedly as a result of any a	action or conduct
		☐ Yes	☐ No			
18.	emplo corpor positio	yee or contactions or capaceceivership	ntrolling stockholde health maintenand city with respect to	r of any ce orgai it, beca	trustee, investment committed insurer, prepaid dental plans nizations, which, while you do me insolvent or was placed upor conservatorship?	s, health service occupied such a
19.	plans, an offi you oo ☐ Ye:	health ser cer or dire ccupied su	vice corporations o ector or key manage ch position? No	r health	to do business of any insurer maintenance organizations, of person ever been suspended	f which you were
acting	g on my				I hereby certify under penal statements are true and corr	ty of perjury that I am
know	ledge a	nd belief.				
					(Signature of A	Affiant)
	ity of		efore me the above-			
perso instru	onally ki iment a	nown to n	ne, who, being dul statements and ar	y sworr	n, deposes and says that he contained therein are true and	executed the above correct to the best of
Subs	cribed a	and sworn	to before me this _		day of	, 20
					(Notary Pu	blic)
					My Commission Expires	

TABLE A SUMMARY OF PHYSICIANS BY COUNTY

(INDICATE NUMBER OF PROVIDERS IN EACH COUNTY)

									N	lew	Jers	sey	Cou	ntie	s] !
TYPE OF PROVIDE	ER	A T L	B E R	B U R	C A M	C A P	C U M	E S S	G L O	HUD	H U N	M E R	M I D	M O N	M O R	O C E	P A S	S A L	S O M	S U S	U N I	W A R	STATE -WIDE
A.PRIMARY CARE PHYSICIA	ANS																						
Family Practice																							
2. General Practice																							
3. Internal Medicine																							
4. Pediatrics																							
Subtotal																							
B. SPECIALTY CARE PHY	SICIANS																						
1. Cardiologist																							
2. Dermatologist																							
3. Endocrinologist																							
4. Immunologist/Allergist	t																						
5. Infectious Disease Sp	ecialist																						
6. Gastroenterologist																							
7. General Surgeon																							
8. Nephrologist																							
9. Neurologist																							
10. Obstetrician/Gynecolo	gist																						
11. Oncologist/Hematolog	jist																						
12. Ophthalmologist																							
13. Orthopedist																							
14. Oral Surgeon																							
15. Otolaryngologist																							
16. Physiatrist																							
17. Psychiatrist																							
18. Pulmonologist																							
19. Urologist																							
20. Other MD/DO Only (Please Specify)																							
Subtotal										I													

TABLE B GENERAL ACUTE HOSPITALS

Note: Sort participating hospitals alphabetically by county and alphabetically within each county. If a hospital has more than one location in the county, make a separate row for each such location.

Name of Hospital	County	Date of Initial Contract

TABLE C SUMMARY OF ANCILLARY, TERTIARY AND SPECIALIZED PROVIDERS BY COUNTY (INDICATE NUMBER OF PROVIDERS IN EACH COUNTY)

		New Jersey Counties																					
		<u> </u>		1	1		1		١	lew	Jer	sey	Cou	intie	S		1	1	1				
	TYPE OF PROVIDER	A T L	B E R	B U R	C A M	C A P	C U M	E S S	G L O	H U D	H U N	M E R	M I D	M O N	M O R	0 C E	P A S	S A L	S O M	S U S	U N I	W A R	-WIDE
A. ANCILLARY PROVIDERS																							
1.	Optometrists																						
2.	Physical Therapy Centers																						
_	Psychologists																						
4.	Occupational Therapy Centers																						
5.	Speech Therapy Centers																						
6.	Audiology Centers																						
7.	Laboratory Centers																						
8.	Diagnostic Radiology Centers																						
9.	Home Health Agencies																						
10.	MRI Centers																						
11.	Other (Please Specify):																						
B. TE	ERTIARY AND SPECIALTY																						
1.	Level I and II Trauma Centers																						
2.	Perinatal Service Facilities																						
3.	Tertiary Pediatric Centers																						
4.	Inpatient Adult Psychiatric Facilities																						
	Outpatient Adult Psychiatric Centers																						
	Inpatient Pediatric Psychiatric Facilities																						
	Outpatient Pediatric Psychiatric Service Centers																						
	Inpatient Rehabilitation Facilities																						
	Outpatient Rehabilitation Centers																						
	Inpatient Substance Abuse Facilities																						
11.	Outpatient Substance Abuse Centers																						
	Skilled Nursing Facilities																						
	Hospice Agencies Inpatient Radiation Therapy Centers																						
15.	Outpatient Radiation Therapy Centers																						
16.	Diagnostic Cardiac Catherization Centers																						
Spec	ialty Outpatient Centers:						<u> </u>							<u> </u>					<u> </u>				
1.	HIV/AIDS Centers																						
2.	Sickle Cell Anemia Centers																						
3.	Hemophilia Centers																						
4.	Craniofacial Centers																						
5.	Congenital Anomalies Centers																						
6.	Renal Dialysis Centers																						
		•	•	•	•		•							•					•				